Headings, Page Numbers, and Title:

Adjust the margins of your document to 1 inch from every side. Sometimes this is the standard for Microsoft Word, but always check just in case. Also, change your font to Times New Roman, 12 point, the standard and accepted font.

Your last name and the page number should appear on every page in the header position. To add this in Microsoft Word, go to the Insert tab and click on “Page Number,” “Top of Page,” and “Plain Number 3.” This will put a page number on every page at the top, right corner. To add your last name, click next to the number, type your last name, and hit the space bar once. Your last name should show up on every page following. (Make sure your name is in the same font style as the rest of your paper).

Your heading should start with your name, your professor’s name, the course title or number, and then the date the assignment is due. These should each be on its own separate line and should be double spaced.

Your title should come directly after your heading without any extra spaces beyond the normal double space. Your title should not be italicized, bolded, underlined, ALL CAPS, or “in quotation marks.” It should match the rest of your paper and be in standard text. After typing your title, hit “Enter” once and “Tab” once and begin writing your paper while maintaining the double spaced format. Between subsequent paragraphs, no extra lines are needed; just hit “Tab” each time so your paragraphs will be indented.

If your professor has any special recommendations or formats, follow the professor’s guidelines.

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Joe Johnson

Professor Thomas

ENGL 1113

5 October 2011

Essays are Awesome

Writing essays is a great way to prepare for real world experiences like reports, memos, and summaries. Everyone should have the invaluable experience of practicing
**Titles in the body of the paper:**

1. *Italicized Titles*

   Titles of larger, longer works are put in *italics*. Examples:
   - books
   - plays
   - a collection of poems
   - periodicals (newspapers, magazines, and journals)
   - pamphlets
   - web sites
   - online databases
   - films
   - television and radio broadcasts
   - CDs, cassette tapes, record albums
   - dance performances
   - operas
   - works of visual art (paintings, sculptures, etc.)
   - ships, aircraft, and spacecraft

2. “Titles in Quotation Marks”

   Titles of shorter works are put in “quotation marks.” Examples:
   - articles
   - essays
   - stories and poems published within larger works
   - book chapters
   - pages in Web sites (Web page)
   - individual episodes of television and radio broadcasts
   - short musical compositions (songs)
   - unpublished works (lectures, speeches, etc.)

3. Exceptions

   You should generally not use italics or quotation marks for these sources:
   - Works of scripture—Bible, Talmud, Old Testament, Genesis, Upanishads, Koran, etc.
     (specific, individual published editions of these works should, however, be italicized).
   - laws, acts, and similar political documents (Magna Carta, Declaration of Independence)
   - musical compositions identified by form, number, and key (Beethoven’s Symphony no. 7 in A, op. 92)
   - societies (Modern Language Association)
   - buildings and monuments
   - conferences, seminars, workshops, and courses
In-text, In-source, or Parenthetical Citations:

You use in-text citations when you quote, paraphrase, or summarize an idea from another source, such as a book, journal article, or newspaper. This complements your Works Cited page at the end of your essay. In-text citations help your reader know exactly from where your information came so the reader could easily find it again. The citations also prevent plagiarizing, which happens when you use another person’s work and do not give her credit for the words or idea.

Remember: You must always cite a source. Plagiarizing is a serious crime and can result in at least failing the assignment and class.

An in-text citation tells the reader the last name of the author and the page number(s) from which the quote or idea came. The reader can take that last name and should be able to find it in the Works Cited page. You can give both the author and page number together in the parenthesis, or you can integrate the author in the text and just put the page number in parenthesis. For example:

All in parentheses: Myths of origin “often emphasize descriptions of the ways men received those things that are fundamental to their culture and to their means of making a living, such as fire, rainfall, and a knowledge of farming” (Hammond 258).

Author integrated: Hammond states that myths of origin “often emphasize descriptions of the ways men received those things that are fundamental to their culture and to their means of taking a living, such as fire, rainfall, and a knowledge of farming” (258).

Note: End the quotation marks before beginning your parenthetical citation. Also, punctuation (periods, commas, etc.) usually comes AFTER the citation.

In-text citations come at the END of a sentence. However, if you reference more than one source in the same sentence, then put the citation with the corresponding quote or idea in a place where a pause would naturally occur, such as before a comma. For example:

In the late Renaissance, Machiavelli contended that human beings were by nature “ungrateful” and “mutable” (1240), and Montaigne thought them “miserable and puny” (1343).
A source does not have an author, use the title (shortened or full) in the parenthetical citation.
  - International espionage was as prevalent as ever in the 1990s (“Decade”).

The source has two authors, list both of them.
  - Although writings describing utopia have always seemed to take place far from the everyday world, in fact “all utopian fiction whirls contemporary actors through a costume dance no place else but here” (Rabkin and Olander vii).

The source has three or more authors, list the first and then write “et al.”
  - People often use “The Yellow Wallpaper” to illustrate how society imprisons women (Lauter et al. 2601-09).

More than one author has the same last name, include the first initial.
  - The mother teaches her daughters all the practical skills, including grinding corn, cooking, and motherhood (F. Eggan 33). Dorothy Eggan states that “children belonged—literally—to the mother and her clan” (1).

More than one article/book has the same, exact author, include the sources’ titles.
  - Shakespeare’s King Lear has been called a “comedy of the grotesque” (Frye, Anatomy 237). For Northrop Frye, one’s death is not a unique experience, for “every moment we have lived through we have also died out of into another order” (Double Vision 85).

You’re citing time-based media such as audio or video recordings, cite the relevant time or range of times by noting the hours, minutes, and seconds displayed on your media player.
  - Buffy’s promise that “there’s not going to be any incidents like at my old school” is obviously not true (Buffy 00:03:16-17).

You use a quotation of another author in a different source (indirect sources/quotations), reference the original work in text and add “qtd. in ___..” (qtd. = quoted)
  - Samuel Johnson admitted that Edmund Burke was an “extraordinary man” (qtd. in Boswell 2: 450).

You reference more than one work in the same sentence and do not need to separate the quotations or ideas, separate the citations in the parentheses with a semi-colon (;).
  - They plant seeds into Mother Earth’s womb and care for the seeds through their whole lives (Ferrero; Lomatewama; Masayesva & Wall).
Works Cited

Your Works Cited page comes at the end of your paper and starts at the top of the page following your conclusion. Remember to continue with the number following the last page of your paper when numbering your Works Cited page(s). Like the rest of your paper, double space everything with no extra spaces between sources. Also, for entries that run over more than one line, indent (Tab) all lines following the first. This is called a hanging indentation.

The entries must be in alphabetical order by the first author’s last name or the first word in the entry, ignoring any initial A, An, or The in titles. If you cite two separate sources by the same author, put three hyphens (---) in the place of the author’s name in the second and all following citations for that author, then continue as normal with the rest of the citation.

A properly formatted Works Cited page should look like this:


Core Elements for Citations in Works Cited Page

The core elements for any entry in the works cited page are given below in the order they should appear. Any element that is either unavailable or irrelevant to the work being cited should be eliminated. Each element should end with the punctuation mark shown, unless it is the final element listed in the citation, which should always end with a period.

1) **Author.**
The author is the main creator of the content you are citing.

2) **Title of source.**
The title is name of the actual source you are citing (the specific page on a website, for example, or the article in the journal).

3) **Source container,**
The source container is whatever “holds” the title mentioned in #2 above (the main website that “contains” a specific page, for example, or the journal from which an article comes).

4) **Other contributors,**
Other contributors include editors, translators, performers, and other creators beyond the author who helped produce the work being cited.

5) **Version,**
Versions are any numbered editions (7th ed.), named editions (Authorized King James Version, or Expanded Edition), or various other versions that may be noted in media (unabridged version, director’s cut, version 1.3.1).

6) **Number,**
Numbers include volume and issue numbers that are often given in lengthy anthologies, periodicals, and academic journals, as well as season and episode numbers for TV shows.

7) **Publisher,**
The publisher is the organization primarily responsible for producing the source and/or making it available to the public. Penguin Press is a common publisher of books, while Twentieth Century Fox is a common publisher of films.

8) **Publication date,**
The publication date is the copyright date or the date of appearance in a specific form.

9) **Location,**
Locations include page numbers that specify the location of a source in a container, URLs and DOIs for online sources, disc numbers for DVD sets, and the physical location of tangible objects.
Authors/Contributors:

- **One Author:** List the author’s name in reverse order (last name, first name). If the author is a corporation rather than a single person, list the corporation in normal order.


- **Two Authors:** When a source has two authors, include them in the order in which they are presented in the work. Reverse the first listed name (last name, first name), follow it with a comma and the word “and,” then list the second name in normal order.


- **Three or More Authors:** When a source has three or more authors, reverse the first listed name (last name, first name), then follow it with a comma and the abbreviation “et al.”


- **Editors/Translators/Performers/Creators:** When the person responsible for producing the main content of the source is someone other than an author, follow the name with a label that describes their role. Editor, translator, performer, director, illustrator, narrator, and creator are all common labels to use here.


The contributor listed at the beginning of the source should be followed by any necessary descriptive labels, while the “other contributors” listed later in the source should be preceded by their descriptive labels in “____ed by” form. (Edited by, illustrated by, narrated by, etc.)

- **Pseudonyms:** Treat pseudonyms (such as online usernames) like regular author names.

  @persiankiwi. “We have report of large street battles in east & west of Tehran now - #Iranelection.” *Twitter*, 23 June 2009, 11:15 a.m.,
  twitter.com/persiankiwi/status/2298106072.

- **Variance:** Be aware that there is more than one way to cite any given source. To cite most accurately, you should figure out what information is most relevant to your discussion of each source in your paper. If your discussion of a film or television series does not focus on the film/series as a whole, for example, and instead focuses on the specific performance of an actor, begin the entry with his/her name with the appropriate descriptive label in place of an author. Similarly, if your discussion of the source focuses on the contributions of the screenwriter, begin the entry with his/her name instead.


**Titles/Containers:**

- **Self-contained/Independent Titles:** Titles that stand independently and are not a smaller part of a larger whole should be italicized. Books, for example, should be italicized, but book chapter titles should not. In general, italicize books, television series, main web sites, and music albums. These are “containers” that may hold smaller works within them.


- **Part of a Whole:** Titles of works that are contained within a larger work—a specific episode in a TV show, for example, or a single essay in an anthology—should be put in quotation marks. In general, put quotation marks around TV episodes, specific pages on a website, articles found in journals, and songs on albums. When citing these smaller
sources, the page numbers should also be given (when applicable) to show where that part resides in the larger work.


**Multiple Containers:** Sometimes a work resides in multiple containers. In such cases, account for all containers possible by adding their core elements 3-9 (from “Source Container” to “Location”) to the end of the entry for the initial container. In the example below, *Journal of Popular Film and Television* is the first container and *Academic Search Premier* is the second.

Gillam, Ken, and Shannon R. Wooden. “Post-Princess Models of Gender.”


=site.

**Subtitles:** Place a colon between the main title and subtitle of any given work.

Goldman, Anne. “Questions of Transport: Reading Primo Levi Reading Dante.”


**Tweets and E-mails:** When citing short digital messages without titles (like tweets), reproduce the full text without changes in place of the title and put it in quotes.

@timehopper23. “This protest is unreal. Sparks are flying, folks. #handsup.”


When citing an e-mail message, use its subject line as the title and place it in quotes; also include the recipient of the email preceded by the words “Received by.”

Versions/Numbers:

- **Versions:** Identify specific versions/editions when a publication has been released in more than one form.


- **Numbers:** Use the abbreviation “vol.” for volume, “no.” for issue number, and spell out “season” and “episode.”


Publishers:

- **One Publisher:** List the publisher’s name immediately after the title of the source. Use the abbreviation “UP” for “University Press,” and “U of ____” for “University of ____.”


- **More than One Publisher:** If two or more organizations are equally responsible for making the source available to the public, cite each of them, separating the names with a forward slash (/).


- **When Publishers don’t need to be included:**
  - When citing periodicals (journals, magazines, and newspapers)
  - When the author/editor is also the sole publisher
  - When a web site’s name is essentially the same as the name of the publisher

**Publication Date:**

- **Multiple Dates:** When multiple dates are given, cite the most recent date or the one most relevant to your use of the source. Write the date in day-month-year order, and abbreviate the month. List the full date as listed on the source (sometimes that means just the year, other times it means the day, month, and year).


- **Times:** Online comments and tweets usually have timemarks stamped next to them. In such cases, include the time along with the date.

Location:

- **Print Sources:** Print sources should list the page number/range where a given source can be found within its container. Introduce a page range with the abbreviation “pp.” and a single page with “p.” If you’re citing the entire container itself with no source within it (like an entire book, for example) page numbers need not be given.

  Goldman, Anne. “Questions of Transport: Reading Primo Levi Reading Dante.”


- **Digital Sources:** The location of a web address is commonly given by the URL. When a DOI is available, however, it is preferable. When using a URL, remove the prefixes http:// or https://.


  *Visualizing Emancipation*. Directed by Scott Nesbit and Edward L. Ayers, dsl.richmond.edu/emancipation/.

- **DVD sets:** When citing a specific DVD in a box set, list the DVD number as its location.


- **Physical Objects:** When you cite a physical object that you viewed in person (not a digital/print reproduction), list the name of the place (museum or institution, for example) followed by the city.

What Common Sources Look Like Now:

Article in a journal:

In text citations: “quote” (Baron 194).

Article in a journal from a database:

In text citations: “quote” (Gillam and Wooden 3).

Book:

In text citations: “quote” (Jacobs 18).

Edited book (no single author):

In text citations: “quote” (Newcomb 27).

Individual Section of an anthology/collection:

In text citations: “quote” (Bazin 166).
**Page/Article on a Website:**

With publication date:


**In text citations:** “quote” (Hollmichel).

Without publication date:


**In text citations:** “quote” (Lundman).

**Youtube Video:**


**In text citations:** “quote” (“Buffy” 00:03:58).

**Movie:**


**In text citations:** “quote” (*Blade Runner* 01:28:13).

**Episode of Television:**


**In text citations:** “quote” (“Hush” 00:28:06).
Finding the Needed Information for Citations:

- **Books**
  - First, consult the title page (not the cover)

![Book Citation Diagram]

- If the title page lacks information (like the publication date), consult the page(s) immediately following the title page

```plaintext
Copyright © 2008 by The Ohio State University. All rights reserved.

Library of Congress Cataloguing-in-Publication Data
Smith, John, 1989-
All that Jazz: A Brief Musical History / John Smith.
p. cm.
Includes bibliographical references and index.
```
- **Work in a Journal or Periodical**
  - The first page of the poem/story/article typically includes the title and author of the work. The first page also typically indicates other publication facts like the journal name, volume and issue number, publication date, and more.

![Title of Journal and Publisher](image)

- **Work on the Web**
  - Webpages may require you to look in more than one place for information. The main page you're citing will have most of the needed information, but if it lacks the publisher’s name, for example, look for a link that will lead you to an “About” section.

![Title of Source and URL](image)